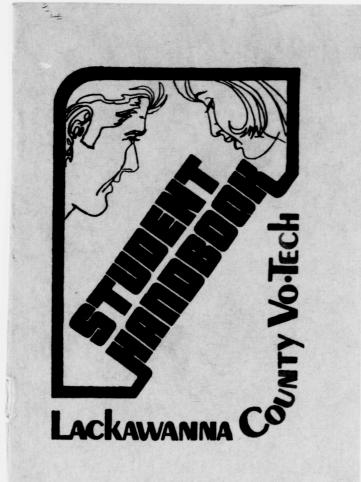
September 20, 1983, P.Z



Parents/Guardian and Students,

The Lackawanna County Area Vocational-Technical School has developed a student handbook explaining in summary some of the most important regulations and procedures necessary to operate an effective and efficient school. We would like parents and guardians of students to be aware of these rules in hopes that with both our efforts student success is more likely to occur.

Please review the attached material, sign this letter at the bottom and remind the student to return it to his/her instructor. Also at the end of the packet is a form which must be completed and returned to the school as soon as possible. This imformation is necessary to provide services regarding the health and safety of students.

We would appreciate any comment you may have regarding this packet or any subject that will help to improve your child's Vocational Educational Program.

I have read the regulations regarding the Lackawanna County A.V.T.S.

Signature-Parent/Guardian

COURSE OFFERINGS NORTH CENTER

John Mazur
Joesph Dickey
Michael Karr
Robert Hudak
Robert Kissolovege
Carmella Gentilezza
Thomas Mancuso
Gray Bossi
Harry Cook
Henry Stachura

Signature-Student

Air Conditioning Auto Body Repair Auto Mechanics Building Maintence Trades

Carpentry
Cosmetology
Diversified Occ. Ed
Drafting and Design Tech

Health Assistant Machine Shop Math

MESSAGE TO STUDENTS

The guidelines established at the Lackawanna County A.V.T.S. are necessary for the safety, health, welfare of students and staff. It is also essential that the school operates in an efficient manner that respects the rights and property of others. If we are to meet these goals, it is essential that student and staff abide by all rules and regulations.

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CALENDAR

The calendar for the entire school year is on page ().

BELL SCHEDULE

The daily bell schedule is on page ().

ATTENDANCE

ABSENCE-Regular attendance is essential if a student expects to be prepared for job entry at completion of their program. Time lost in skill training is lost forever. Absence can result in a parent conference, suspension, program failure, dropping from Vo-Tech program or possible legal action. The action taken will be determined by the severity of the absences. After absence a student must submit a written completed excuse card signed by the parent or guardian to his/her

DRIVING PRIVILEGE

Driving and parking on Vo-Tech property is only permitted by administrative approval for special situations. Morning students are not permitted to use the school parking area except for medical reasons or specific transportation problems. Afternoon students can drive and park on school grounds because of a time problem regarding employment. Request forms can be obtained at the office and requires completion of all information and signatures before any consideration will be given.

Vehicles on school grounds must be removed and/or legal action will be taken against the owner.

VISITORS

Visitors are welcome to the Vo-Tech provided prior arrangements were made. Students from other schools must have written permission from their parents and/or home school administration. The Vo-Tech can not excuse a student on home school time. All visitors must register at the office as soon as they enter the building.

Visitors not abiding by the rules will be asked to leave the building. If a student is involved, the home school and/or parent or guardian will be contacted and the stu-

COURSE OFFERINGS SOUTH CENTER

Thomas Armbruster Gregory Kristyniak Daniel Santarelli Philip Scavo Richard Brower Air Conditioning
Auto Body Repair
Auto Mechanics Building Maintence Trades . Carpentry . Child Care and Devel . Beth McAllister Elaine Neureuter Nicholas Campriello Commercial Art ... Commercial Art
Cosmetology
Data Processing Tech
Desel Mechanics
Distribution and Marketing
Diversified Occ. Ed. Albert Silvestri Neil Regan Earl Bishop Drafting and Design Tech. Electricity Electronics Fashion Industry Paul Liptay
Clair Kenny
Walter Rounds
Peter Sabato
Stanley Pezak
Gerald Pronko
Gene Frick
Rose Smith Food Prep and Service Health Assistant. Machine Shop. Joesph Kasztejna Donald Stephens Albert Visocky Henry Donati Thomas Usher David Karr Materials Handling. Math.
Metal Fabrication
Millwork
Nurse Mary Chiocco
Ernest Stolten
Joseph Mennito
Andrew Hornish Painting and Decorating

instructor. Failure to present an excuse will result in the absence being considered illegal or unexcused which can result in more serious action against the parent or

TARDINESS-A student is tardy if not in his/her department by 8.45 for morning students and 12:30 for afternoon students. Tardiness causes interruption of class activities and loss of educational time. All tardy students must report to the office before going to class. Students must pick up their attendance card and return them to the instuctor, otherwise they will be consider absent for the day. Continual tardiness can result in a parent conference, suspension or removal from the Vo-Tech pro-

guardian.

LEAVING CLASS/SCHOOL WITHOUT PERMISSION-The school is legally responsible for all students once they leave the bus and enter the building. Leaving the building or class without permission can result in very serious problems for the student, parent or guardian and/or school. If this occurs parent or guardian will be contacted immediately with more serious action following if the problem warrants it.

HALL PASSES-Most departments have their own washroom facilities which should require little or no movement in the halls. If this should become necessary. a hall permit must be obtained from the instructor. A

student in the hall without written permission will result in a verbal reprimand, loss of privilege or stronger action if necessary.

TRANSPORTATION

Bus transportation to and from Vo-Tech is the responsibility of the home school

BELL SCHEDULE

| Period | Minutes | Time |
|--------|---------|-------------|
| 1 | 48 | 8:45-9:33 |
| 2 | 35 | 9:33-10:08 |
| 3 | 35 | 10:08-10:43 |
| 4 | 47 | 10:43-11:30 |
| Lunch | 60 | 11:30-12:30 |
| 5 | 48 | 12:30-1:18 |
| 6 | 35 | 1:18-1:53 |
| 7 | 35 | 1:53-2:28 |
| 8 | 47 | 2:28-3:15 |
| | | |